JOB DESCRIPTION
Building Safety & Damage Assessment Program Coordinator

A. PLANNING FOR DISASTER RESPONSE

1. Review the following resources in advance to familiarize yourself with the role during a disaster:
   - “PRE-DEPLOYMENT CHECKLIST – Damage Assessment/Emergency Lodging”
   - “BC Housing Personal Deployment List”
   - Safety Assessment Program Emergency Plan
   - “DEPLOYMENT CHECKLIST – Building Damage Assessment.”
2. Participate in any training, workshops, or presentations provided or organized by Security and Emergency Services (SES).

B. DISASTER OCCURS – Pre-Deployment

1. Confirm status and availability for deployment.
2. Review the “Self-Assessment: Prior to Disaster Assignment.”
3. Advise family of your possible deployment.
4. Ensure personal and family safety.
5. Complete the “PRE-DEPLOYMENT CHECKLIST – Damage Assessment/Emergency Lodging.”
6. Check-in on the BC Housing Business Continuity extranet (if applicable).
7. Await deployment instructions from SES; Do not self-deploy.

C. DURING DISASTER RESPONSE – Deployment

1. Sign-in and report to the operational lead at the PREOC or PECC/PERRC.
2. Start daily written Position Log in chronological order describing events and action taken during the shift and continue until the deployment is complete.
3. Complete the “DEPLOYMENT CHECKLIST – Building Damage Assessment.”
4. Perform windshield survey of jurisdiction as soon as safely possible, counting the total number of buildings obviously likely to be damaged.
5. Estimate number of Assessors1 needed based on windshield survey, see current Coordinator Manual.
6. Prepare staging area for arrival of additional Assessors.
7. Request Assessors through the Operational Area (EOC, PREOC or PECC/PERRC) identifying the staging area they are to report to.
8. Schedule, deploy and prepare for the arrival of additional Coordinator’s and brief them on the situation. Prior to deployment:
   - determine number of Coordinators needed
   - review with each member the “Pre-Deployment Checklist – Damage Assessment/Emergency Lodging.”
9. Concurrent with request for assistance, begin using local inspectors to evaluate your essential facilities (those facilities needed most to respond to and recover from the disaster), then the community at large, using the map cards.
10. Obtain the names of the individuals responding to your request for local inspectors, their cell phone numbers, and when they will arrive.

11. Make arrangements for payment of Assessor accommodation and meal expenses, whether by direct billing or by travel expense claim form.

12. When Assessors arrive at the staging area:
   - have them sign-in
   - hand out Evaluator briefing packets (refer to Resources Required below)
   - brief them on the nature and extent of the disaster, and any hazards or other issues they should be aware of when traveling in the disaster area and when conducting building assessments
   - show them the Evaluator refresher video or DVD
   - authorize them as representatives of your jurisdiction
   - assign them into teams of at least two (Where possible, include varying skill sets in each team such as a building inspector, architect or engineer)
   - assign a local helper who knows the area to drive them, if this is your preferred arrangement
   - assign the teams their buildings/areas (map cards or lists of properties) for the day (Be sure there is enough work for a team to have a full day of work)
   - issue placards, forms, and other supplies to Assessors
   - walk the teams all together through an example of safety assessment so everyone has the same feel for how to do the work (grounding)
   - instruct Assessors to return for team debriefings at the end of the day, otherwise, search and rescue teams may be deployed to find them
   - send Assessors to the field.

13. Report back to the organizer the names of who signed in, so the organizer knows which Assessors made it safely to each jurisdiction.

14. During the day, coordinate responses to issues as they arise related to the assessment work.

15. At the end of the work day, Assessors return to the staging area to:
   - gather fully completed Assessment forms from each team
   - discuss any unusual issues that came up with the team, including safety related matters
   - use the information to improve local arrangements and/or processes
   - highlight each teams’ progress on a map
   - inform them when they will need to report back
   - have them sign-out at the staging area.

16. Provide any Assessment forms completed by hand to the organizer so they are recorded and distributed within the EOC and to those coordinating the recovery.

17. Repeat process of daily signing in Assessors, issuing supplies, assigning map cards, and debriefing/signing out Assessors at the end of day until work is complete.

18. Demobilize Assessors who complete their tour, and request replacement Assessors in a timely fashion so as to continue the work smoothly.

19. Attend scheduled EOC, PREOC and PECC/PERRC briefings.

20. Maintain scheduled EOC, PREOC and PECC/PERRC briefings.

21. Ensure the timely communications of mission critical information and issues to all levels of government and across public, private, non-profit organizations.

22. Prepare for the transition to recovery through the PERRC if established.

23. Monitor for the demobilization of the Damage Assessment Branch and make return travel arrangements as appropriate.

D. AFTER THE DISASTER RESPONSE – Demobilization

1. Demobilize the Assessors from their assigned tasks:
   - collect all unused supplies and equipment from them
   - discuss any final issues with them regarding their deployment
1. have them sign-out.
2. Confirm end of Coordinator’s deployment with the operational lead at the PREOC or PECC/PERRC and sign-out
3. Confirm safe return with Home Office
4. Forward the completed daily written logs to the SES at Home Office.
5. Forward the completed Evaluator daily sign-in/out sheets to the authority having jurisdiction.
6. Receive invoices for Evaluator work from assisting local governments:
   - Submit the invoices for processing and for potential compensation through the authority having jurisdiction.
7. Receive travel expense claims from Assessors:
   - review claims for compliance with travel expense policy
   - approve/forward the eligible travel expense claims of the Assessors for payment
   - submit records of these claims/payments for reimbursement.
8. Participate in After Action Review processes using notes from the daily written log.
9. Discuss with SES any unusual issues that came up during the response, or any success stories or innovations that arose out of the local effort or that you became aware of.
10. Restock forms and supplies in preparation for next deployment.

E. RESOURCES REQUIRED

- Self-Assessment: Prior to Disaster Assignment
- PRE-DEPLOYMENT CHECKLIST – Damage Assessment/Emergency Lodging
- BC Housing Personal Deployment List
- Contact lists
- Addresses and contact information of EOC, PREOC, PECC/PERRC
- Safety Assessment Program Emergency Plan
- DEPLOYMENT CHECKLIST – Building Damage Assessment
- British Columbia Disaster Assessment Program for Buildings, January 5, 2016
- Damage Assessment Staging Area Criteria
- Damage Assessment Staging Area Kits
- Assessor Job Description 20151020
- Evaluator briefing packets include:
  - Phone numbers, either a single contact (e.g., EOC), or a list of departments that deal with:
    - hazardous materials
    - media inquiries
    - road closures
    - local law enforcement
    - fire department
    - hazardous material response
    - animal control
    - building official or other local authority in charge of Safety Assessment
- General map of local jurisdiction
- Shift Schedule
- Travel expense claim reimbursement forms

Note:
1Assessors can also be referred to as Evaluators, DA Teams, and RDA Teams